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**CAND MISSION**

The mission of the Clerk's Office of the United States District Court for the Northern District of California is to support, defend and preserve the Constitution of the United States by:

- Serving and supporting the court
- Providing access to the court
- Maintaining the records of the court
- Providing information about the court
- Performing our mission with a commitment to excellence

*The United States District Court is  
an equal focused employer.*

# CAREER OPPORTUNITY

## UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

Position: Official Court Reporter (Part-time or Full-time)

Location: San Francisco or Oakland, California

Salary: \$109,297 (CR Level 1) – \$125,692 (CR Level 5\*\*), plus significant outside transcript income potential

Opening Date: 03/29/2023

Closing Date: Open until filled.

Number of Positions: Five positions available (State location preference in cover letter.)

### POSITION OVERVIEW

Our court is accepting applications for Official Court Reporters in San Francisco and Oakland. The federal trial court is a fast-paced, exciting environment with opportunities for court reporters to work on a variety of case types, including intellectual property disputes, complex criminal matters, and civil rights cases. Court reporters work both in the courtroom and remotely; telework from home location may be available.

This positions' duties include:

- Working as part of a team of reporters for the judges of the court;
- Attending and recording verbatim by reporting of proceedings held before judges, and, upon request, reading back the court record and transcribing proceedings via Eclipse software;
- Creating audio recordings (in addition to shorthand notes) of pleas, arraignments and proceedings in connection with the sentencing of criminal defendants;
- Uploading shorthand notes, audio recordings, transcripts, reports and other documents;
- Transcribing digital audio records;
- Adhering to all requirements of the Court Reporter Management Plan and the Guide to Judiciary Policy;
- Performing administrative duties as assigned; and
- Occasional travel within the district, as needed.

### QUALIFICATIONS

**Court Reporter salary levels are based on hire date, years of service and certifications, as noted below. All candidates at Level 1 (\$109,297) must have:**

- Four years' prime court reporting experience (freelance, in courts or a combination thereof);
- RPR (or equivalent); and
- Be able to write in Realtime in the courtroom. (Those hired without Realtime certification must pass the test within two years.)

### **To qualify for hiring at higher levels:**

- **Level 2** (\$114,762) requires Registered Merit Reporter (RMR) certification and be able to provide Realtime writing in the courtroom (must become Realtime certified within two years of hire date).
- **Level 3** (\$120,227) requires Realtime certification.
- **Level 4** (\$125,692) requires Realtime and RMR certification.
- **Level 5\*\*** (\$131,156) for transferring Federal Official Court Reporters appointed before October 11, 2009, with CRR, RMR and ten years' reporting experience in the federal courts.

**Physical Requirements:** Successful candidate must be able to (with or without accommodation): (1) bend, (2) pull, push, and lift up to 20 pounds, (3) reach, (4) walk, and (5) sit for extended periods.

### **BENEFITS**

Employees qualify for retirement plans, federal employee's group health insurance, life insurance, dental/vision insurances, and flexible benefits.

### **INFORMATION FOR APPLICANTS**

The successful candidate for this position is subject to a FBI fingerprint check and background investigation (employment will be provisional and contingent upon the satisfactory completion of the required background investigation), must adhere to a [code of conduct](#), and must arrange for direct deposit of federal wages. Travel expenses for interviews or relocations are not available. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement without prior written or other notice.

Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals qualifying under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship. Contact Human Resources at 415-522-2147 for more information.

### **Equal Focused Employer**

We value diversity and are committed to equity and inclusion in our workplace. The Court encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.

The court provides reasonable accommodation to applicants with disabilities. Notify Human Resources at 415-522-2147 to request a reasonable accommodation for any part of the application or hiring process. Human Resources will determine requests on a case-by-case basis.

### **HOW TO APPLY**

Please visit <http://www.governmentjobs.com/careers/uscourtsand> to submit an online application, along with a cover letter and resume. Attachments must be submitted as Microsoft Word (DOC) or Adobe Acrobat (PDF) files.